

Job Profile: Early Years Learning and Development Coordinator

This supplementary information for Early Years Learning and Development Coordinator is for guidance and must be used in conjunction with the Job Capsule for Job Family Social Care at Job Level 4 Zone 1

Camden Way Category 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To lead and support the delivery of high quality training to early education and childcare providers across all sectors of provision in the London Borough of Camden by ensuring the provision of a comprehensive 'needs led' training offer.

To offer advice and support to the service about training content to support the effective delivery of early years foundation stage and, thereby, maintain the high standards of early education that young children receive in the borough.

Promote and market the training available through membership of Camden's Quality Improvement Partnership and monitor take up to ensure the offer is attractive and meets the needs of providers and is financially sustainable.

To lead on quality assurance in training delivery to ensure a competitive and effective offer.

To manage the training aspect of the Quality Improvement Partnership's budget and ensure sustainability of this.

Example outcomes or objectives that this role will deliver:

- Lead on and coordinate the delivery of a high quality Early Years Foundation Stage (EYFS) training offer to Camden's maintained nursery provision, non-maintained sectors and childminders so that all children achieve the best possible outcomes.
- Design, promote and quality control a training offer that meets the needs of Camden's providers and is sustainable within the funding envelope available

- Develop a training offer that leads effective EYFS delivery across early years services including stay and play provision and other children's centre services.
- Ensuring that the training aspects of the Quality Improvement Partnership's membership rates and the cost structure are appropriate and revise where necessary.
- Develop and implement a marketing strategy for Camden's the Quality Improvement Partnership's training offer.
- Ensure that the training offer supports the development of inclusive practice and ensure all children are included and their diverse needs provided for in Camden's early years settings, with particular focus on children with additional needs, the vulnerable and hard to reach
- Be aware of, and where appropriate, develop new and innovative training approaches to early education and, through training, promote engagement in innovative practice across the borough
- Monitor training related data against targets and provide regular reports to the Early Years Quality Support & Training Manager.
- Manage the training budget and provide regular reports to the Early Years Quality Support & Training Manager

People Management Responsibilities:

- To line manage the Learning and Development Support Officer

Relationships:

- With Quality Improvement Partnership advisers/ Quality Improvement Partnership team
- With Camden Integrated Early Years Leadership
- With early years and childcare providers in Camden
- With trainers: internally/externally
- With other local authorities/Early Years organisations
- With local authority officers and managers in the OD & L&D service, finance ,
- With appropriate officers in Camden Learning

Work Environment:

- Mainly office based
- Visits to settings
- Meetings on and off site
- Working all year round

Technical Knowledge and Experience:

- Educated to Graduate Level or equivalent
- Working knowledge of the Early Years Foundation Stage
- Knowledge of the OFSTED inspection framework for early years settings, SEND services and Local Authorities Single Inspection Framework
- Experience of marketing services to a specific client group and creating and using feedback to adjust the service offer to meet developing needs and the needs of new and developing client groups.
- Understanding of learning and professional development.
- Ability to design and deliver training and quality measure these.
- Experience of working within Council structures.
- Experience of budget management and reporting

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)

Structure chart

